

New Jersey Civil Service Commission

2011 SENIOR-LEVEL POLICE ORIENTATION GUIDE Police Chief, Deputy Police Chief, and Police Inspector

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Introduction

The New Jersey Civil Service Commission has prepared this supplemental orientation guide for promotional candidates who will participate in the 2011 Police Chief, Deputy Chief, and Inspector oral examinations. The information in this booklet is designed to help candidates better understand the testing process and the types of questions they will encounter on the Senior-Level Police examinations. The examinations will be designed utilizing the information obtained from the job analyses for each of the specific titles. We encourage candidates to use this guide and take advantage of all opportunities to prepare for the examination. Please note that suggestions made in this guide are not exhaustive.

When and where will the examination be held?

The **tentative** dates to administer the Senior-Level Police examinations are **June 22, and Dec 5 thru 9, 2011**. The examinations will be held at the NJ Training & Conference Center (HRDI), 200 Woolverton Ave, Bldg. 20, Trenton, NJ. In the event that there are difficulties scheduling the examinations, the examination dates may change. The test dates will be confirmed when candidate examination notices are mailed two to three weeks prior to the test dates. **Please note: The Civil Service Commission will update this guide should the test dates change.**

Please note that candidates are **NOT PERMITTED** to bring cellular phones, pagers, recording devices, etc., into the test center. Please leave any such device in your vehicle. Possession of any of these prohibited devices inside of the examination center may result in disqualification. In addition, briefcases and other personal items should also be left outside of the test center. The Civil Service Commission is not responsible for any personal items. Upon completion of the testing process, candidates must leave the testing premises so that other candidates (still involved in the testing) will not be disturbed or distracted.

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How is the examination developed?

A job analysis was conducted to identify the knowledge, skills, and abilities that are necessary to perform each of the three titles that comprise the Senior-Level Police testing (Chief, Deputy Chief, and Inspector). A job analysis is the process of critically examining job components in order to provide a functional description of a job. As a part of these job analyses, staff from the Civil Service Commission visited various police departments throughout the state. They gathered information about these jobs through interviews and observations of on-the-job activities of incumbent (permanent) Police Chiefs, Deputy Chiefs, and Inspectors. Based on these job analyses, several work components were identified. Each examination has been developed around the work components, found to be most critical to the specific title. The work components include:

Criminal Law
Police Management
Police Administration
Personnel Problem Solving
Police Personnel Management
Community Relations
Court Decisions and Case Law

Will all of the work components listed in the guide be included on the examination?

During the job analysis, senior police personnel ranked each of the individual work components in terms of their importance. Examination questions may be from any of the work component areas listed. NOTE: Each examination may not cover all components listed.

Promotions resulting from the examination

After the examination is scored, candidates will be ranked within their particular jurisdiction according to their final score (a composite of oral exam score and seniority score). Promotions to the level of police chief, deputy police chief, or police inspector are made from a certified list based upon this ranking. **Please Note: Promotional appointees are considered to be serving conditionally pending resolution of all scoring appeals related to the examination. Until all appeals are resolved, it is entirely possible for candidates to change places on the list.**

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Is there study material that candidates can use to prepare for the examination?

The following sources are used by the Civil Service Commission to develop test questions. Please note, however, that the development of all test questions may not be restricted to these particular sources.

Constitution of the United States and Amendments
United States and New Jersey Court Decisions/ Case Law
New Jersey Criminal Code 2C, Title 2A, Title 9
Motor Vehicle and Traffic Laws Title 39
New Jersey Attorney General's Guidelines

How is a candidate's seniority score and final score calculated?

A candidate's final score (and rank) on a New Jersey Civil Service Commission Police promotional list consists of two weighted parts: the test score and the seniority score.

The seniority score combines two elements. The first, seniority, is the time from the permanent appointment date (of the eligible title) to the closing date of the announcement, minus the time spent on suspensions, layoffs and regular leaves of absence without pay other than military, educational, gubernatorial appointments, personal, sick, disability, family, voluntary furlough, furlough extensions, and to fill elective office (day for day deductions for length of service). The second element, record of service, adds a maximum of ten points to the seniority score. The ten points are reduced by disciplinary suspensions up to five years from the closing date.

Seniority is weighted at 30% and test score is weighted at 70% for Senior-Level Police Promotional examinations. Seniority is combined with the test score to produce the final average score.

CALCULATION OF SENIORITY SCORE

To a base score of 70.000, one point is added for each year of eligible service up to a maximum of 15 points, so the highest possible score for this portion of the seniority calculation is 85.000.

Ten additional points are given for *record of service*. The *record of service component* is reduced by disciplinary suspensions occurring within five years of the closing date as such: .0025 times the number of days suspended, up to three years from the closing date; and .00125 times the number of days suspended, from 3 years to 5 years from the closing date.

The maximum possible seniority score is 95.000.

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Will make-up candidates take the same examination?

Because of concerns regarding loss of examination security relating to the illicit discussion and/or dissemination of test content, the make-up examination for this announcement may not be identical to the original examination. That is, it may be very similar to the original examination, matching the content specifications of the original examination as closely as possible. This means that the make-up examination would measure in equal proportion, the same knowledge, skills and abilities that will be measured by the original examination. It will also be administered and scored in the same manner as the original examination.

What is the Civil Service Commission's public safety testing make-up policy?

Pursuant to N.J.A.C. 4A: 4-2.9, make-up examinations for public safety promotional examinations may be authorized **ONLY** in cases of:

- I. Error by the Civil Service Commission or appointing authority
- II. Death in the candidate's immediate family as evidenced by a copy of the death certificate
- III. Catastrophic injury or illness requiring an extended convalescent period, provided the candidate submits a doctor's certification containing a diagnosis and a statement clearly showing that the candidate's physical condition precluded his or her participation in the examination as well as documentation from the candidate's employer noting the candidate's related leave from work
- IV. Military leave, which will be handled as stated in N.J.A.C. 4A:4-2.9(c)
- V. Exoneration from pending disciplinary or criminal charges will be handled as stated in N.J.A.C. 4A:4-2.9(d)

If you require a make-up examination, please call the Make-up Unit at (609) 292-4158 within 5 days upon receipt of your Notification Card. Candidates with special situations/ADA concerns must contact Marty Berrien at (609) 292-4158 upon receipt of their examination notification in order to requests/discuss special needs.

Please note that all requests for medical make-up examinations must be accompanied by the Civil Service Commission's Medical Authorization for Make-up Examination form completed by the treating physician. The Medical Authorization for Make-up Examination form can be obtained at <http://www.state.nj.us/csc/about/publications/forms/pdf/dpf-728.pdf> or through the Make-up Unit (609) 292-4158.

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Conclusion

This orientation guide attempts to familiarize candidates with aspects of the Senior Level Police Promotional Examination process. The suggestions provided here are not exhaustive. We encourage candidates to engage in whatever additional preparation strategies they believe will enhance their chances of performing effectively on the examination.

We hope that this Orientation Guide has been beneficial.

GOOD LUCK!

